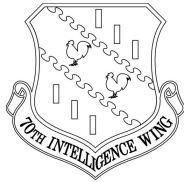


1 November 2000

Operations



PARTICIPATION IN THE MILITARY EXERCISE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 70 IW/DOX (MSgt Purvis)

Certified by: 70 IW/CC (Col Harold J. Beatty)

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This instruction outlines 70th Intelligence Wing (IW) policy and provides guidance for participation in the Air Force Exercise Program (AFEP). This instruction defines the responsibilities of the office of primary responsibility (OPR), subordinate organizations, and the Exercise Planning Authority (EPA). This instruction implements and clarifies policy set forth in AIA Sup 1 to AFI 10-204, 29 January 99.

1. Duties and Responsibilities:

1.1. 70 IW/DOX is the office of primary responsibility (OPR) for 70 IW participation in the Air Force Exercise Program. The 70 IW/DOX will:

1.1.1. Develop and promulgate policy, guidance, and procedures governing 70 IW exercise planning, participation, and reporting.

1.1.2. Oversee 70 IW participation in exercises to ensure stated requirements are met and document lessons learned.

1.1.3. Validate Deployment Requirement Manning Documents (DRMD) inputs from subordinate organizations prior to forwarding to HQ AIA (See Attachment 1).

1.1.4. Review AIA Exercise Goals and Objectives (G&O) annually and update 70 IW G&O as necessary.

1.1.5. Validate subordinate units' specific Exercise G&O prior to the Exercise Final Planning Conference (FPC).

1.1.6. Designate Exercise Planning Authority (EPA) to 70 IW subordinate groups or units based on the scope of 70 IW participation and theater of operations, i.e., CONUS, PACAF, USAFE,

etc. The EPA will be formally designated. NOTE: The EPA is responsible for theater-level exercise planning and execution for all 70 IW units within their chain of command.

1.1.6.1. Provide or coordinate additional planning assistance when exercise participation exceeds the resources or tasking authority of the EPA or by request.

1.1.7. Assess 70 IW exercise participation through observation and solicitation of customer feedback.

1.1.8. When necessary, host 70 IW working group prior to the annual AIA Exercise Planners Working Group (EPWG).

Purpose of this working group will be to discuss 70 IW specific issues. This will include review of wing and subordinate group/unit goals and objectives, continuity books, planning checklists, and exercise prioritization.

1.1.9. Conduct Staff Assistance Visits to subordinate groups at least annually.

1.2. 70 IW Groups or designated units will:

1.2.1. Implement 70 IW and higher headquarters policies on exercises and coordinate exercise participation of subordinate elements.

1.2.2. Designate an OPR for exercise planning, coordination, and participation.

1.2.2.1. Provide 70 IW/DOX with Exercise Point of Contact (POC) name(s), GENSER and DSCSS message addresses, DSN voice and secure/unsecure fax telephone numbers, and classified and unclassified E-Mail addresses no later than (NLT) 1 Sep of each year, or whenever changes occur.

1.2.2.2. Establish a continuity book minimally containing AFI 10-204, AIA Supplement 1 to AFI 10-204 and 70 IWI 10-204. In addition, continuity books should contain unit developed exercise planning checklists and listings of AIA, 70 IW, Group, subordinate unit exercise goals and objectives, establish procedures for tracking lessons learned, After Action Reports (AARs) and AIA Exercise Program Inspection Criteria. Recommend including subordinate unit mission capability statements, a listing of applicable UTCs and products and services.

1.2.2.3. Groups or designated units will establish folders for each exercise in which they plan/participate and maintain these folders for at least 2 years. Folders will contain related messages, Group/unit Goals and Objectives for the exercise, lessons learned and AARs.

1.2.3. Deleted per message R 271519Z JUL 00 FM HQ AIA KELLY AFB TX//DOXC//.

1.2.4. Report group or subordinate unit projected exercise planning conference attendance as soon as possible but NLT 14 calendar days prior to planning conference start date to 70 IW/DOX with an information copy to AIA/DOXC.

1.2.5. Delegate planning responsibility to subordinate units as necessary. Groups retain overall planning authority.

1.2.6. Provide updated reports on subordinate unit projected and on-going exercise participation (excluding local base exercises) weekly or IAW current guidance.

1.2.7. Conduct Staff Assistance Visits to subordinate squadrons at least annually.

1.3. Develop and Maintain Exercise Planner Training Programs. All established programs should aim to provide the most comprehensive education available and may be tailored for organization specific objectives. The following knowledge areas are the minimum training requirements for any developed exercise planner program. Train each planner to become familiar with:

1.3.1. Pre-Planning Conference Requirements.

1.3.2. Preparation and Dissemination of Planning RECAP Reports.

1.3.3. Policies and Procedures in AFI 10-204 and 70 IWI 10-204.

1.3.4. DRMD Process. To include submitting inputs, changes, and/or dates.

1.3.5. Joint Universal Lessons Learned (JULLS).

1.3.6. Personnel Readiness Unit Operations to include:

1.3.6.1. Reclama Instructions.

1.3.6.2. DRMD flow and tasking process.

1.3.6.3. Points of contact.

1.3.7. Responsibilities of a Designated Planning Authority (DPA).

1.3.8. After action reporting process.

1.3.9. Responsibilities of an exercise assessor.

1.3.10. Exercise budgeting process to include:

1.3.10.1. Commercial ticketing program.

1.3.10.2. JCS and Non-JCS funding.

1.3.10.3. CED orders.

2. Exercise Planning Authority (EPA) will:

2.1. Attend exercise planning conferences as required.

2.1.1. Review previous participation, AARs, and lessons learned prior to attending planning conferences.

2.2. During Concept Development Conference (CDC) or Initial Planning Conference (IPC):

2.2.1. Ensure 70 IW/DOX, HQ AIA/DOXC and all potential AIA participants are included as addressees on all message traffic pertaining to the exercise.

2.2.2. Ensure 70 IW products and services are considered for each exercise by coordinating with the exercise host planning authorities.

2.2.2.1. Obtain exercise position descriptions, functions, and responsibilities for each position requested by the exercise sponsor.

2.2.3. Forward customer requests for additional AIA products and services through their chain of command to 70 IW/DOX, with info copy to HQ AIA/DOXC and additional AIA units as necessary.

2.2.4. Determine exercise sponsor's G&O and identify participating 70 IW unit's G&O that support and enhance AIA participation and align with exercise sponsor's G&O (See Attachment 3).

2.2.5. Prepare draft DRMD and obtain initial concurrence from the exercise sponsor (See Attachment 1).

2.2.6. Forward draft DRMD, projected costs, and proposed unit specific G&O to 70 IW/DOX with info copy to HQ AIA/DOXC for validation.

2.3. During Mid Planning Conference (MPC) or Final Planning Conference (FPC):

2.3.1. Finalize 70 IW DRMD and participating 70IW units' G&Os.

2.3.2. Assist in the Development of Master Scenario Events List (MSEL) inputs to meet validated unit G&O.

2.4. Provide consolidated planning conference recap messages to 70 IW/DOX, with info copy to HQ AIA/DOXC NLT 15 duty days after conference conclusion. Recap messages will contain at a minimum: Exercise name, description of exercise, dates of additional planning conferences, exercise execution dates, specific exercise sponsor requirements, exercise sponsor goals, proposed 70 IW unit specific goals (See Attachments 2 and 3). The EPA will be responsible for consolidating inputs from all 70 IW units participating in the planning conference.

2.5. Initiate sourcing message for exercise position fills within tasking authority of the EPA. 70 IW/DOX will coordinate additional sourcing assistance when requirements cross over 70 IW subordinate group lines of responsibility.

2.6. Consolidate and forward an AAR for each exercise to 70 IW/DOX with info copy to HQ AIA/DOXC NLT 20 days after ENDEX (See Attachment 4).

2.6.1. Include specific duties and responsibilities for each unique exercise function, position, or UTC filled by 70 IW personnel (i.e., Info Ops, Scripting, etc.).

2.7. Establish folders for each exercise in which they plan/participate and maintain these folders for at least 2 years. Folders will contain related messages, AAR, and lessons learned.

HAROLD J. BEATTY, Colonel, USAF
Commander

Attachments:

1. Deployment Requirement Manning Documents
2. Exercise Planning Conference Recap Message
3. Goals and Objectives
4. After Action Report

Attachment 1**Deployment Requirement Manning Documents**

Deployment Requirements Manning Document (DRMD) Inputs. Forward draft DRMD inputs to 70 IW/DOX and info HQ AIA/DOXC with each conference recap message. Final DRMD inputs are due NLT 35 days prior to non-JCS (Joint Chief of Staff) exercises and 110 days prior to JCS exercises. Suspenses may vary due to higher headquarters' requirements. Ensure coordinated AIA support is force-listed. Keep all exercise players informed on the status by formal correspondence. Final DRMD inputs are used to create the Time Phased Force Deployment Document (TPFDD). See below for an example of a DRMD input.

Changes, additions, or deletions to the TPFDD must be coordinated with the TPFDD POC and HQ AIA/ DOXC prior to the TPFDD flow date. Changes after the TPFDD flow date are not authorized unless approved by the exercise sponsor. If a sponsor requests a change after the TPFDD flow date, it is their responsibility to pay for any additional costs and to ensure requested personnel are included in the exercise TPFDD. If an AIA unit requests the change, the unit pays any additional costs. Personnel not force-listed in the exercise TPFDD are not authorized to participate in the exercise unless approved by the exercise sponsor and coordination through HQ AIA/DOXC.

NOTE: The following is a brief description of the fields of the DRMD:

UNIT LINE NUMBER (ULN): The ULN is normally provided by the exercise sponsor. If the sponsor does not provide ULNs, leave this field blank.

Position Number: The position number is also provided by the exercise sponsor and is associated with each ULN. If the exercise sponsor does not provide a position number, use a one-up number for each Unit Type Code (UTC) or leave this field blank.

Position: The position is an abbreviated description of the exercise position according to a UTC such as Info Ops, Scripter, etc.

Role: The role can be Player, Controller, or another description that identifies the position as a Blue Cell, Red Cell, or White Cell position. It could also identify Observers, Assessors, Mentors, or Trainers that are required to be listed on the DRMD.

AFSC: Required AFSC for that position. Require complete AFSC for final DRMD.

Report Date: This is the date the individual is required to be in place (DRI) and ready to work. It can be submitted in either Julian or regular date format

TDY Length: The length of time the individual will be deployed at the exercise location.

TDY Geoloc: Specific location the individual is deploying to: (i.e., Hurlburt, Nellis, Osan; not Florida, Las Vegas, or Korea.)

Required Grade: Grade sponsor or UTC calls for.

Line Remarks: Include unique line remark requests in plain language, (i.e. ,CAR for "requires rental car authorization", BAG for "requires excess baggage allowance", LV for "supervisor has approved leave in conjunction with TDY", POV for "request use of POV to/from TDY location), etc. When validated by Wing or HQ, these remarks will be added to the standard exercise line remarks for inclusion on individual Contingency Exercise

Mobility (CEM) orders when the final DRMD flows.

Command: MAJCOM of member, for 70 IW personnel it should always be AIA.

Sponsor Funded: Indicate by Y or N whether the sponsor will fund this position.

Unit: Home unit of individual deploying.

Base: Home base of individual deploying.

AIA ULN: Leave blank, this field is used by HQ AIA/DP when required.

Name: Last, First, MI of individual deploying.

Gender: M or F, this is used for billeting purposes.

Grade: Pay grade, SSN: SSN of individual deploying.

Transportation costs: Cost of round trip airfare or driving costs, if authorized POV, for individual deploying (Contact your local SATO or TMO for exact costs).

Lodging: Cost of lodging at TDY location. Use max rate off base authorization unless on-base billeting is expected.

Per-Diem: Per-Diem cost at TDY location. Per-diem is based on lodging location, if on-base, use partial per-diem, if off base, use full per-diem.

Other: Cost of rental car, excess baggage, or other official costs associated with TDY.

Total Cost: Total of Transportation, Lodging, Per-Diem, and Other costs.

Attachment 2

EXERCISE PLANNING CONFERENCE RECAP MESSAGE

NOTE: Groups send recap messages to 70 IW/DOX with info copies to HQ AIA/DOXC and all AIA units participating in the exercise. Squadrons send recap messages to their respective group with info copies to 70 IW/DOX, HQ AIA/DOXC and all AIA units participating in the exercise. In addition send all recap messages to AIG NINE FIVE FOUR NINE to ensure maximum releasability. Some exercise planning conference recap messages may or may not be classified depending on the information contained therein.

EXAMPLE

FM 31IS FT GORDON GA//DOX//

TO 70IW FT GEORGE G MEADE MD//DOX//

AIG NINE FIVE FOUR NINE

INFO 67OSS KELLY AFB TX//OSX//

AFIWC KELLY AFB TX//OS/OSD/SAM//

NAIC WRIGHT PATTERSON AFB OH//TAC/TACC/POC//

68IS BROOKS AFB TX//DO//

48IS BEALE AFB CA//DOX//

97IS OFFUTT AFB NE//DOX//

DET 2 67IG DAVIS MONTHAN AFB AZ//DO//

67OSS KELLY AFB TX//OSZ/OSH//

480IG LANGLEY AFB VA//DOX//

25IS HURLBURT FLD FL//DO//

HQ AIA DIR OF OPERATIONS KELLY AFB TX//DOXC//

UNCLAS E F T O

QQQQ

(AIG TAKE FOR INFORMATION ONLY)

SUBJ: BLUE FLAG 98-1 (BF 98-1) INITIAL PLANNING CONFERENCE (IPC) RECAP MESSAGE

1. THIS PARAGRAPH SHOULD BE A SHORT SYNOPSIS OF WHERE/WHEN THE CONFERENCE WAS HELD.

2. 70 IW/AIA ATTENDEES TO THE CONFERENCE WERE:

3. EXERCISE OVERVIEW: USE THIS PARAGRAPH TO BRIEFLY DESCRIBE THE EXERCISE. INCLUDE EXERCISE DEPLOYMENT, EXECUTION AND RE-DEPLOYMENT DATES AND LOCATIONS.

4. SUMMARY OF PLANNED 70 IW AND AIA PARTICIPATION:

TOTAL PERSONNEL -- XX. THIS PARAGRAPH IS USED TO OUTLINE AIA PARTICIPATION IN THE EXERCISE. INCLUDE ALL REQUIREMENTS IDENTIFIED DURING THE CONFERENCE, DUTIES FOR POSITIONS AND WHERE INDIVIDUALS WILL BE UTILIZED. IF MORE THAN ONE BASE IS USED DURING THE EXERCISE, IDENTIFY POSITIONS BY BASE. IN ADDITION IDENTIFY THE ENTITY STATING THE REQUIREMENT.

5. GOALS AND OBJECTIVES: IDENTIFY ALL 70 IW GOALS AND OBJECTIVES (SEE PARA 2.2.4). IN ADDITION, STATE EXERCISE SPONSORS GOALS AND OBJECTIVES IF AVAILABLE.

6. KEY ISSUES: IDENTIFY KEY ISSUES SUCH AS FUNDING (I.E. EXERCISE SPONSOR FUNDED OR AIA FUNDED WITH ESP CODE), BILLETING (ON OR OFF BASE), CLEARANCE FORWARDING INSTRUCTIONS, ETC.

7. IMPORTANT DATES: IDENTIFY UPCOMING DATES SUCH AS MPC/FPC, WHEN DRMD INPUTS ARE DUE, ANY SCHEDULED OR REQUIRED TRAINING, FLOOR SPACE REQUIREMENTS DUE DATE, COMMUNICATIONS REQUIREMENT DUE DATE.

8. POC FOR THIS MESSAGE IS

NOTE: THIS ABOVE FORMAT IS ONLY A SUGGESTION, THESE ITEMS SHOULD BE COVERED AT A MINIMUM. THE OVERALL GOAL IS TO PROVIDE AS MUCH INFORMATION AS POSSIBLE TO ENSURE SMOOTH PLANNING.

Attachment 3

Goals and Objectives

Goal: A broad statement describing a future desired condition or achievement--what we intend to do in exercises.

Objective: A more specific statement of a desired condition or achievement--how to achieve the goal.

The 70 IW has identified four standing goals. These will be reviewed annually, and are dynamic to allow for changing and or new missions and concepts.

70 IW Goals are:

Goal one: Establish Information Operations (IO) as an integral component of the Air Operations Center (AOC) structure.

Objective: Demonstrate Info Ops Detachment concept by embedding an IO Cadre into exercises.

Objective: Develop and refine IO Cadre "reachback" procedures.

Goal two: Satisfy warfighters' intelligence requirements to facilitate timely, accurate decisions.

Objective: Provide realistic intelligence products and services tailored to the customer's needs during live fly and simulated exercises.

Objective: Team AIA IO operators with AOC personnel to enhance utilization of AIA intelligence products.

Goal three: Practice unique unit wartime skills and procedures during exercises. (Note: Goal three objectives are not listed as these should be defined by each unit for their specific capabilities.

Goal four: Capitalize on 70IW distributed operations and regional center capabilities during exercises.

Objective: Increase 70IW exercise involvement through demonstration of distributed operations and realistic participation from regional centers. "Train like we'll fight."

Attachment 4**AFTER ACTION REPORT**

NOTE: Groups/designated units send after action messages to 70 IW/DOX with info copies to HQ AIA/DOXC and all AIA units participating in the exercise NLT 20 days after ENDEX. Squadrons send after action messages to their respective group with info copies to 70 IW/DOX, HQ AIA/DOXC, and all AIA units participating in the exercise. In addition send all after action messages to AIG NINE FIVE FOUR NINE to ensure maximum releasability. Some exercise after action messages may or may not be classified depending on the information contained therein.

EXAMPLE

FM 94IS FT GEORGE G MEADE MD//DOI//

TO 70IW FT GEORGE G MEADE MD//DOX//

AIG NINE FIVE FOUR NINE

INFO 97IS OFFUTT AFB NE//DOI//

48IS BEALE AFB CA//DOI//

HQ AIA DIR OF OPERATIONS KELLY AFB TX//DOXC//

HQ USAF WASHINGTON DC//INXX/INXY/XOMW/XORT/XOIIA//

HQ ACC LANGLEY AFB VA//DOXE/INXP/INXX//

609AIS SHAW AFB SC//INX/INXE//

609IWS SHAW AFB SC

UNCLAS E F T O

QQQQ

(AIG TAKE FOR INFORMATION ONLY)

SUBJ: EXERCISE XX-98 AFTER ACTION REPORT

1. USE THIS PARAGRAPH FOR A SYNOPSIS OF PARTICIPATION IN THE EXERCISE. WHERE THE EXERCISE TOOK PLACE, PARTICIPANTS, AND EXTENT OF PARTICIPATION.

2. PARTICIPATION:

INCLUDE SPECIFIC DUTIES AND RESPONSIBILITIES FOR EACH UNIQUE EXERCISE FUNCTION, POSITION, OR UTC FILLED BY 70 IW PERSONNEL (I.E.: INFO OPS, SCRIPTING, ETC).

3. LESSONS LEARNED:

DETAIL ALL LESSONS LEARNED, POSSIBLE SOLUTIONS FOR THE NEXT EXERCISE, AND ITEMS FOR POSSIBLE INCLUSION IN THE JOINT UNIVERSAL LESSONS LEARNED (JULLS) DATABASE.

4. GOALS AND OBJECTIVES:

SUMMARIZE UNIT, 70 IW, AIA, AND EXERCISE SPONSOR'S GOALS AND OBJECTIVES (G&O) FOR THE EXERCISE AND ABILITY TO SATISFY G&O. IN ADDITION, ADD ANY AVAILABLE CUSTOMER FEEDBACK ON 70 IW PARTICIPATION THROUGHOUT EACH PHASE OF THE EXERCISE.

5. GENERAL COMMENTS:

6. POCS FOR THIS MSG ARE

NOTE: THIS ABOVE FORMAT IS ONLY A SUGGESTION, THESE ITEMS SHOULD BE COVERED AT A MINIMUM. THE OVERALL GOAL IS TO PROVIDE AS MUCH INFORMATION AS POSSIBLE TO ENSURE ACCURATE DOCUMENTATION OF EXERCISE PARTICIPATION AND IMPROVEMENTS FOR FUTURE EXERCISES.